

## CARETAKER

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class are responsible for routine manual work requiring efficient performance of simple cleaning and semi-skilled building maintenance tasks. Duties may also involve minor repair tasks. Work is performed according to a well-established routine. When the operation of a heating system is involved the work required is of an elementary nature. Supervision is not a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Sets thermostats to control heating and/or air conditioning system;

Sweeps, mops and waxes floors, washes windows, polishes furniture and dust, and performs other cleaning duties;

Performs groundskeeping activities, as required, such as cleaning snow, mowing lawns, raking leaves, trimming shrubs, planting flowers, and general grounds maintenance such as clearing litter and debris;

Delivers packages, mail and messages;

Requisitions supplies through supervisor or makes direct purchases;

Performs minor repairs to furniture, electrical fixtures, windows and shades, locks, faucets, heating system and other equipment;

Reports the need of major repairs to superior;

Checks doors and windows to see that they are closed or locked where proper;

Moves and arranges chairs, tables, and other furniture or equipment;

May undertake simple plumbing, electrical, carpentry or painting tasks;

May maintain cleanliness and sanitation of a swimming pool by checking temperature, chlorine levels, vacuuming;

May check on or monitor fuel oil supply and report shortages.

REQUIRED KNOWLEDGE, SKILL, ABILITIES AND ATTRIBUTES: Good knowledge of building and cleaning practices, supplies and equipment and the ability to use them economically and efficiently; familiarity with the operation and maintenance of heating systems; ability to make semi-skilled plumbing, electrical, carpentry, and mechanical repairs; ability to perform a variety of routine cleaning and maintenance tasks; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; thoroughness; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Ability to read and write.

Towns, Villages and Special Districts,  
Cities of Rye & Peekskill,  
J.C.: Non-Competitive  
JZH1  
1c

Job Class Code: 0446